



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List
Multiple Award Schedule (MAS)

Contract Number: GS-35F-368DA
Contract Period: 17 June 2016 – 16 June 2021

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov>.

Special Item No. 54151S – Information Technology (IT) Professional Services
OLM – Order-Level Material

Contractor: Tecolote Research, Inc.
420 South Fairview Avenue, Suite 201
Goleta, CA 93117 3654

Business Size: Other than Small
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Pricelist current through Modification # PS-A826, dated 18 November 2020.

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CUSTOMER INFORMATION

1. Item Descriptions, Awarded Prices and Hourly Rates

- a) Item Descriptions: Refer to Page 10
- b) Award Prices: Not applicable, Tecolote only provides services
- c) Hourly Rates: Refer to Page 32

2. Maximum Order

The Maximum Order value for the following Special Item Numbers (SIN) is \$500,000:
Special Item Number 54151S – Information Technology (IT) Professional Services

3. Minimum Order

The minimum dollar value of orders to be issued is **\$100.00**.

4. Geographic Coverage (Delivery Area)

The geographic scope of coverage will be domestic and overseas delivery.

5. Point(s) of Production

| Tecolote Research, Inc. Performance Locations | |
|--|---|
| <i>Aberdeen Office</i> 6200 Guardian Way, Suite 160 Aberdeen Proving Ground, MD 21005-1333 | <i>Albuquerque Operations</i> 2201 Buena Vista Drive, SE, Suite 303 Albuquerque, NM 87106-4265 |
| <i>Arlington Operations</i> 2231 Crystal Drive, Suite 702 Arlington, VA 22202-3724 | <i>Boston Operations</i> 209 Burlington Road, Suite 115 Bedford, MA 01730-1422 |
| <i>Chantilly Operations</i> 15020 Conference Center Drive, Suite 200 Chantilly, VA 20151-3801 | <i>Colorado Springs Office</i> 985 Space Center Drive, Suite 305 Colorado Springs, CO 80915-3627 |
| <i>Dahlgren Operations</i> 16442 Commerce Drive, Suite 110 King George, VA 22485-5857 | <i>Dayton Operations</i> 2000 Allbrook Drive Dayton, OH 45433-5345 |
| <i>Denver Office (A&MPG)</i> 5125 S. Kipling Street, Suite 360 Littleton, CO 80127 | <i>Ft. Meade Office</i> 9800 Savage Road Ft. Meade, MD 20755-6000 |
| <i>Goddard SFC Office</i> 10210 Greenbelt Road, Suite 800 , Lanham, MD 20706 | <i>Hampton Roads Location</i> P.O. Box 2043 Poquoson, VA 23662 |
| <i>Huntsville Operations</i> 101 Quality Circle NW, Suite 110 Huntsville, AL 35806-4534 | <i>Los Angeles Division</i> 2120 E. Grand Avenue, Suite 200 El Segundo, CA 90245 |
| <i>Merritt Island Location</i> KLXSII-4 Kennedy Space Center, FL 32815 | <i>Ogden Operations</i> 6008 Wardleigh Rd, Bldg 1580, Ste 304 Hill AFB, UT 84056 |
| <i>Patuxent River Office</i> 46591 Expedition Drive, Suite 250 Lexington Park, MD 20653-5133 | <i>Quantico Office</i> 125 Woodstream Blvd., Suite 411 Stafford, VA 22556-4630 |

| | |
|--|---|
| <p><i>San Diego Location</i> 7676 Hazard Center Drive, Suite 1125 San Diego, CA 92108-4503</p> <p><i>Tacoma Office</i> 3518 6th Avenue, Suite 301 Tacoma, WA 98406</p> <p><i>Washington Navy Yard Operations</i> 80 M Street, SE, Suite 440 Washington, DC 20003-3561</p> | <p><i>Santa Barbara Operations</i> 5383 Hollister Avenue, Suite 100 Santa Barbara, CA 93111-2304</p> <p><i>WNY Maritime Office</i> 1220 12th Street SE, Suite 270 Washington, DC 20003-3729</p> |
|--|---|

6. Statement of Net Price

Government net prices (discounts already deducted). All prices stated herein are net.

7. Quantity Discounts

Orders exceeding \$1M receive 1% discount, orders exceeding \$5M receive 2% discount and orders exceeding \$10M receive 3% discount. These discounts apply to the ceiling rates on fully funded awards per contract period.

Other Special Discounts (i.e. Government Education Discounts, etc.): None

8. Prompt Payment Discounts

Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Government Purchase Cards

- a) **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes.
- b) **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Will accept.

10. Foreign Items

None offered.

11. Delivery

- a) **Time of Delivery:**
Negotiated by Individual Order.
- b) **Expedited Delivery:**
Negotiated by Individual Order.
- c) **Overnight Deliver:**
Negotiated by Individual Order.
- d) **Urgent Requirements:**
Negotiated by Individual Order.

12. F.O.B. Point

Destination.

13. Ordering

a) **Ordering Address:**

| | |
|---|---|
| Tecolote Research, Inc. 420 S. Fairview Ave., Suite 201 Goleta, CA 93117-3654 | |
| <u>Primary POC:</u> Name: Mr. Tad (David) Varesio Phone: (805) 571-6366 ext. 129 Fax: (805) 571-6377 Email: dvaresio@tecolote.com | <u>Alternate POC:</u> Mr. Michael W. Underwood (805) 571-6366 ext. 120 (805) 571-6377 munderwood@tecolotec.com |

b) **Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address(es)

Tecolote Research, Inc.
P.O. Box 6069
Santa Barbara, CA 93160-6069

15. Warranty Provision

Tecolote warrants that services provided under this contract will be performed in a professional manner consistent with the quality of Tecolote's performance of similarly situated services and in accordance with generally accepted industry standards. In order to receive warranty remedies, deficiencies in the services must be reported to Tecolote in writing within thirty (30) days after completion of the services. After such time, any corrective actions for services requested by the customer shall be billed at the negotiated rates in the time period subject to availability of Tecolote personnel. All other warranty provisions will be negotiated on an order by order basis.

16. Export Packing Charges

Not Applicable.

17. Terms and Conditions of Government Purchase Card Acceptance

Government purchase cards are accepted with the same terms and conditions as all other orders.

18. Terms and Conditions of Rental, Maintenance and Repair

Not Applicable.

19. Terms and Conditions of Installation

Not Applicable.

20. Terms and Conditions of Repair Parts

Not Applicable.

a) **Terms and Conditions for other services:** Not applicable.

21. Service and Distribution Points

Not Applicable.

22. Participating Dealers

Not Applicable.

23. Preventive Maintenance

Not Applicable.

24. Special Attributes / Section 508 Compliance

- a) **Special/Environmental Attributes:** None.
- b) **Tecolote is in compliance with Section 508 and full details can be found at the following website address:** <https://section508.gov/>

25. Data Universal Number System (DUNS) Number

Tecolote's DUNS Number is: 074108176

26. Central Contractor Registration (CCR) Database

Tecolote has registered with the Central Contractor Registration Database at <https://www.sam.gov/SAM>

27. Terms and Conditions Applicable to Information Technology (IT) Professional Services (Special Item Number 54151S)

1. SCOPE

- a) The prices, terms and conditions stated under Special Item Number 54151S Information Technology Professional Services apply exclusively to IT Professional Services within the scope of this Information Technology Schedule.
- b) The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)

- a) Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b) The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c) Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

- a) Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b) All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

- a) The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

- b) The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c) The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d) Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

- a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-
 - 1. Cancel the stop-work order; or
 - 2. Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - 1. The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - 2. The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

In accordance with FAR 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION I - FEB 2007) for Firm-Fixed Price orders and FAR 52.2124 CONTRACT TERMS AND CONDITIONS COMMERCIAL ITEMS (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to Time-and-Materials and Labor-Hour Contracts orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Dec 2007) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Professional Services.

9. INDEPENDENT CONTRACTOR

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

a) Definitions.

- “Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.
- “Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.
- An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b) To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (MAR 2009) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e)(3), insert the following provision:

a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

- b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—
1. The offeror;
 2. Subcontractors; and/or
 3. Divisions, subsidiaries, or affiliates of the offeror under a common control.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

15. APPROVAL OF SUBCONTRACTS

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

16. DESCRIPTION OF IT PROFESSIONAL SERVICES AND PRICING

- a) The Contractor shall provide a description of each type of IT Service offered under Special Item Numbers 54151S IT Professional Services in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.
- b) Pricing for all IT Professional Services shall be in accordance with the Contractor's customary commercial practices; e.g., hourly rates, monthly rates, term rates, and/or fixed prices, minimum general experience and minimum education.

The following is an example of the manner in which the description of a commercial job title should be presented:

EXAMPLE: Commercial Job Title: System Engineer

Minimum/General Experience: Three (3) years of technical experience which applies to systems analysis and design techniques for complex computer systems. Requires competence in all phases of systems analysis techniques, concepts and methods; also requires knowledge of available hardware, system software, input/output devices, structure and management practices.

Functional Responsibility: Guides users in formulating requirements, advises alternative approaches, conducts feasibility studies.

Minimum Education: Bachelor's Degree in Computer Science

Representative Information Technology (IT) Professional Services (SIN 54151S)

The following page contains a—not all-inclusive—list of professional services representative of the types of Tecolote Research, Inc. services available through this schedule contract.

| Domain Expertise to Understand, Capture, and Implement Solutions | Develop, Mature, And Sustain Enabling IT | Share Technology and Transfer Knowledge |
|---|---|---|
| <i>Program Analysis</i> | <i>Software Solutions</i> | <i>Training</i> |
| <ul style="list-style-type: none"> • Problem Definition <ul style="list-style-type: none"> ○ Technical, schedule, program ○ Data Collection/ Normalization/ Database Definition ○ Cost and Software Data Report Plans / Validation • Cost Methods / Model Development <ul style="list-style-type: none"> ○ Quantitative Metrics ○ Forecasting Algorithms and Complex Models ○ Program Life Cycle Cost models and estimates • Schedule Analysis <ul style="list-style-type: none"> ○ Schedule Assessments ○ Integrated Master Schedule (IMS) Development • Decision Making <ul style="list-style-type: none"> ○ Analysis of Alternatives / What if Analysis ○ Cost Benefit / Economic / Business Case Analysis ○ Cost Goals ○ Change Management • Risk Management <ul style="list-style-type: none"> ○ Risk and Uncertainty Analysis ○ Joint Confidence Level (JCL) • Data Analytics <ul style="list-style-type: none"> ○ Data Cleansing ○ Dashboard Design and Implementation | <ul style="list-style-type: none"> • Software Development Environments <ul style="list-style-type: none"> ○ Client/Server Enterprise Systems ○ Cloud Native Solutions ○ .Mil • Database Development <ul style="list-style-type: none"> ○ Database Development/Maintenance ○ Data Warehouses and Data Lakes ○ Data Models • Web Based Solutions <ul style="list-style-type: none"> ○ Web Site Design, Development, Maintenance ○ Functional Models ○ Internet/Intranet Applications ○ Documentation, Tech Support, Maintenance • Automated Analytical Tools/Models <ul style="list-style-type: none"> ○ Automated Cost Estimating Integrated Tools (ACEIT) ○ Productivity Tools ○ Big Data ○ Business Intelligence Tools ○ Client Unique Tool Applications ○ Cost and Performance Modeling ○ Decision Support Tools • Support <ul style="list-style-type: none"> ○ Technical support ○ User support ○ Installation support ○ Help and User Documentation | <ul style="list-style-type: none"> • IT Systems and Software <ul style="list-style-type: none"> ○ ACEIT ○ JACS ○ Business Intelligence ○ Web-based Solutions ○ Networks and Security • Analytical and Program Management <ul style="list-style-type: none"> ○ Cost Estimating and Analysis ○ Cost Research ○ Scheduling ○ Risk Analysis ○ Decision Theory |
| <i>Program Management Services</i> | | |
| <ul style="list-style-type: none"> • Program Support <ul style="list-style-type: none"> ○ Market Research Studies ○ RFP Development and Source Selection Support • Process Improvement Support <ul style="list-style-type: none"> ○ Organizational Assessments ○ Process Modeling ○ Infrastructure Modernization • Senior Level Review Support <ul style="list-style-type: none"> ○ Major System Milestone Review Support ○ RFP Development Support • Contract Performance Management and Control <ul style="list-style-type: none"> ○ Earned Value Management ○ Integrated Baseline Reviews • Integrated Financial Management <ul style="list-style-type: none"> ○ Budget Planning and Execution ○ Contract Reconciliation (ULO/NULO) ○ Financial Systems | <i>Information Technology Management</i> | |
| | <ul style="list-style-type: none"> • Development Methods <ul style="list-style-type: none"> ○ Agile ○ Requirements • IT Systems <ul style="list-style-type: none"> ○ MIS Architecture Design, including .Mil ○ Network Management ○ COTS Selection/Trade off Studies ○ Hardware procurement/configuration ○ Operating System procurement/configuration • Information Assurance <ul style="list-style-type: none"> ○ Cyber Security ○ Intrusion Detection ○ Virus Detections/Protection | |

Labor Category Descriptions
For Information Technology (IT) Professional Services (SIN 54151S)

Defining and solving today's complex, multi-dimensional information technology or related problems requires a broad array of professional skills and experience. Tecolote specializes in delivering Business as well as Scientific, Technology, Engineering, and Mathematics (STEM) professionals, including staff that has the specific quantitative education threshold for analytical categories. Our labor category position descriptions reflect the demographics of our staff as well as the complex interconnectivity of the various fields that typically support the information technology realm. Tecolote Research delivers experts that can integrate software development, hardware solutions, analysis, technical understanding, economics, automated business processes, data manipulation/storage/retrieval efforts, maintenance, technical support, training, and change management.

The following labor category position descriptions describe the functional responsibilities and the required minimum education and experience including appropriate substitutions for each labor category. We have organized the labor category position descriptions as follows:

- Program Manager
- Senior Technical/Systems Analyst
- Subject Matter Experts
- Cost Estimator/Research Analysts
- Specialists in Engineering, Sciences and Analysis
- Developer/Information Technology
- Data Technicians

These provide a range of grade levels to affordably match education, skill and experience to the government's technical and administrative requirements.

PROGRAM MANAGER

Minimum Requirements: BS/BA and at least sixteen (16) years' experience supporting the acquisition and/or support of information technology, software development, infrastructure, facilities, or related fields. At least seven (7) of these sixteen (16) years must include analytical experience attained through progressively responsible assignments. At least five (5) of the seven years of analysis experience must be as a manager. An MS/MA will substitute for two (2) years of the analytical experience requirement. A PhD will substitute for five (5) years of the analytical experience requirement.

If task-unique requirements call for use of automated analytical tools and models, then must be operationally knowledgeable in the tool (or a relevant tool) including their development and seamless integration into the analysis process. Must have the ability to manage, prioritize and allocate resources for simultaneous activities and apply senior-level technical experience and knowledge to the product in question.

Functional Responsibilities: Responsible for resources and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Effective and timely customer communications and coordination of analysts' activities are required to support the project objectives.

Includes front-end team organization, directing methodology and general project approaches/concepts, establishing and tracking the project schedule and cost, and leading technical reviews of in-process and completed products. Requires excellent analytical capabilities. Must have demonstrated ability to manage, prioritize and allocate resources for simultaneous activities or projects.

SENIOR TECHNICAL / SYSTEMS ANALYST

Minimum Requirements: BS/BA with major in business, engineering, computer science, physics, mathematics or related fields. Requires 24 semester hours in quantitative analysis courses. At least fourteen (14) years of professional experience in electronics hardware design, manufacturing engineering, or software design/development: 1) at least three (3) years of which involved information technology/related fields or 2) at least two (2) years of which involved decision support, management information, and database systems. Expert in technical field. An MS/MA will substitute for two (2) years of the experience requirement. A PhD will substitute for five (5) years of the analytical experience requirement.

Functional Responsibilities: Conducts cost or schedule or engineering studies of information technology related fields. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Designs study methodology, collects information regarding technical performance, establishes technical baselines, develops and applies analytical tools, produces databases, synthesizes new designs, examines cost/effectiveness of alternatives and documents analysis. Provides authoritative inputs to cost estimating/research tasks.

SUBJECT MATTER EXPERT 1

Minimum Requirements: A Ph.D. is preferred in the areas of business, engineering, science, or math and at least twenty (20) years of progressive experience in supporting large, complex projects related to the individual's subject matter expertise. Substituting an MS/MA requires an additional three (3) years of relevant experience and a BS/BA an additional five (5) years of relevant experience. A SME may be a corporate officer, leader, Chief Scientist, and/or director with many years of experience; are nationally and/or internationally renowned experts in their disciplines or technical domains. Must have extensive experience as technical leader and/or senior Project Manager.

Functional Responsibilities: SMEs act as a senior company expert in areas relating to the information and related technology fields. They serve as experts in areas important to the particular project. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. SMEs produce and/or review substantive and/or

complex documentation capturing detailed knowledge of technical areas as identified in the statement of work. They generate concepts, approaches, requirements, designs, models, and other intellectual property that shape the direction and feasibility of the project.

SUBJECT MATTER EXPERT 2

Minimum Requirements: A Ph.D. is preferred in the areas of business, engineering, science, or math and at least fifteen (15) years of progressive experience in supporting large, complex projects related to the individual's subject matter expertise. Substituting an MS/MA requires an additional three (3) years of relevant experience and a BS/BA an additional five (5) years of relevant experience. A SME may be a corporate officer, leader, Chief Scientist, and/or director with many years of experience; are nationally and/or internationally renowned experts in their disciplines or technical domains. Must have extensive experience as technical leader and/or senior Project Manager.

Functional Responsibilities: SMEs act as senior company functional expert in areas relating to the information and related technology fields. They serve as experts in areas important to the particular project. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. SMEs produce and/or review substantive and/or complex documentation capturing detailed knowledge of technical areas as identified in the statement of work. They generate concepts, approaches, requirements, designs, models, and other intellectual property that shape the direction and feasibility of the project.

SUBJECT MATTER EXPERT 3

Minimum Requirements: A Ph.D. is preferred in the areas of business, engineering, science, or math and at least ten (10) years of progressive experience in supporting large, complex projects related to the individual's subject matter expertise. Substituting an MS/MA requires an

additional three (3) years of relevant experience and a BS/BA an additional five (5) years of relevant experience. A SME may be a corporate officer, leader, Chief Scientist, and/or director with many years of experience; are nationally and/or internationally renowned experts in their disciplines or technical domains. Must have extensive experience as technical leader and/or senior Project Manager.

Functional Responsibilities: SMEs act as senior company functional expert in areas relating to the information and related technology fields. They serve as technical experts in areas important to the particular project. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. SMEs produce and/or review substantive and/or property that shape the analytical perspective.

COST ESTIMATOR / RESEARCH ANALYST CATEGORIES

The following series of ten labor categories from **Senior Cost Estimator/Research Analyst Level 1** to **Intern Cost Estimator/Research Analyst** include a multi-disciplinary population of analysts that are dedicated to defining, developing, implementing, documenting and presenting data driven

methodologies and high fidelity cost/schedule/earned value management tools to support the building of accurate estimates. The delivered applications support decision making, budgeting and affordability assessments. These categories require a mathematical standard similar to the government Operations Research Analyst job series which is 24 semester hours of quantitative analysis studies. Underpinning the estimating discipline is a foundation of cost research which bridges an understanding of what things are with what they are expected to cost. These categories support our integration of information technology specialists with business management, science, technology, engineering, physics or math professionals. Specialized expertise within each category will be provided as appropriate to meet the technical requirements specified by the ordering agency.

SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 1

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses, and sixteen (16) years of cost estimating or cost research experience. Has demonstrated progressively more responsible assignments and has managed or provided overall direction and leadership for preparation of cost estimates or cost research for IT, high technology, or infrastructure projects. Effective and timely customer communications and coordination of analysts' activities are required to support the project objectives. At least four (4) of the sixteen years of cost analysis experience must be in information technology field. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the cost estimating/research experience requirement.

Functional Responsibilities: Plans, organizes, directs, and conducts cost-estimating/research tasks in problem areas of **the most demanding scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Has extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including directing/guiding other cost estimating/research analysts. Keeps abreast of new cost estimating/research methodologies, databases, and tools. Makes cost estimating/research decisions, which are considered authoritative and which demonstrate mature analytical judgment in detecting, defining and solving complex cost-related problems. Work requires the ability to assess the cost and schedule implications of existing and projected technological advances, as well as the capability to evaluate the impact of new and innovative acquisition strategies. Effective and timely customer communications and coordination of analysts' activities are required. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall quality control standards.

SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 2

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and fourteen (14) years of cost estimating or cost research experience. History of progressively more responsible assignments, and has managed or provided overall direction and leadership for the preparation of cost estimates and/or cost research projects. At least three (3) of the fourteen years of cost estimating/research experience must be in

information technology, infrastructure, or related fields. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the cost estimating/research experience requirement.

Functional Responsibilities: Plans, organizes, directs, and conducts cost estimating/research/training in problem areas of **extensive scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Has moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including the directing/guiding other cost analysts. Keeps abreast of new cost estimating/research methodologies, databases, and tools. Makes technical cost estimating/research decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in detecting, defining and solving complex cost analysis problems. Work requires the technical capability to assess the cost, schedule and benefit implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall quality control standards.

SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 3

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and twelve (12) years of cost estimating or cost research experience. History of progressively more responsible assignments, and has managed or provided overall direction and leadership for the preparation of cost estimates and/or cost research projects. At least three (3) of the twelve years of cost estimating/research experience must be in information technology, infrastructure, or related fields. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the cost estimating/research experience requirement.

Functional Responsibilities: Plans, organizes, directs, and conducts cost-estimating/research/training in problem areas of **challenging scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Has moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including directing/guiding other cost analysts. Keeps abreast of new cost estimating/research methodologies, databases, and tools. Makes technical cost estimating/research decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in detecting, defining and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall quality control standards.

SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 4

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and ten (10) years of cost estimating or cost research experience. History of progressively more responsible assignments, and has managed or provided overall direction and leadership for the preparation of cost estimates and/or cost research projects. At least three (3) of the ten years of cost estimating/research experience must be in information technology, infrastructure, or related fields. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the cost estimating/research experience requirement.

Functional Responsibilities: Plans, organizes, directs, and conducts cost-estimating/research/training tasks in problem areas of **difficult scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Has moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including directing/guiding other cost analysts. Keeps abreast of new cost estimating/research methodologies, databases, and tools. Makes technical cost estimating/research decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in detecting, defining and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall quality control standards.

SENIOR COST ESTIMATOR / RESEARCH ANALYST LEVEL 5

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and eight (8) years of cost estimating or cost research experience. History of progressively more responsible assignments, and has managed or provided overall direction and leadership for the preparation of cost estimates and/or cost research projects. At least three (3) of the eight years of cost estimating/research experience must be in information technology, infrastructure, or related fields. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the cost estimating/research experience requirement.

Functional Responsibilities: Plans, organizes, directs, and conducts cost-estimating/research/training tasks in problem areas of **moderate scope and complexity**. The problems are difficult to define, and may require novel approaches and the use of sophisticated techniques. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Has moderate/extensive technical responsibility for interpreting, organizing, executing, and coordinating assignments, including directing/guiding other cost analysts. Keeps abreast of new cost estimating/research methodologies, databases, and tools. Makes technical cost estimating/research decisions, which are considered authoritative and which demonstrate mature cost estimating judgment in detecting, defining and solving complex cost analysis problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected

technological advances, as well as being able to evaluate the impact of new and innovative acquisition strategies. Work is reviewed by the Program Manager to ensure it satisfies customer needs and complies with the contractor's overall quality control standards.

COST ESTIMATOR / RESEARCH ANALYST LEVEL 1

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and at least six (6) years of cost analysis experience. At least two (2) of the six years of cost analysis experience must be in information technology, infrastructure, or related fields. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the cost estimating/research experience requirement.

Functional Responsibilities: Applies diversified knowledge of cost estimating/research principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and or modification of methodologies and tools. Normally receives guidance or consults with senior estimators/researchers on unusual or complex problems. Work requires the technical capability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative strategies. Work is reviewed by a senior estimator analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

COST ESTIMATOR / RESEARCH ANALYST LEVEL 2

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and at least four (4) years of cost analysis experience. At least one (1) of the years of cost analysis experience must be in information technology related fields. An MS/MA will substitute for two (2) years and a PhD for all four (4) years of the cost estimating/research experience requirement.

Functional Responsibilities: Applies diversified knowledge of cost estimating/research principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Plans and conducts work requiring judgment in the evaluation, selection, and adaptation and or modification of methodologies and tools. Normally receives guidance or consults with senior estimators/researchers on unusual or complex problems. Work requires the ability to assess the cost and schedule implications of existing and projected technological advances, as well as being able to evaluate the impact of new and innovative strategies. Work is reviewed by a senior estimator analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

ASSOCIATE COST ESTIMATOR/RESEARCH ANALYST

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and two (2) years of cost analysis experience. An MS/MA or PhD will substitute for the cost estimating/research experience requirement.

Functional Responsibilities: Recommends methods, performs specific and limited portions of broader assignments normally under the direction of an experienced cost estimator/research analyst. Applies acquired knowledge of cost estimating/research principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Normally receives guidance or consults with senior estimators/researchers on unusual or complex problems. Work is reviewed by a senior estimator analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

JUNIOR COST ESTIMATOR/RESEARCH ANALYST

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses and one (1) year of cost analysis experience.

Functional Responsibilities: Researches methods, performs specific and limited portions of broader assignments normally under the direction of an experienced cost estimator/research analyst. Within defined area, applies knowledge of cost estimating/research principles and practices in areas of assignments. Normally receives guidance or consults with senior estimators/researchers on unusual or complex problems. Work is reviewed by a senior estimator analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

INTERN COST ESTIMATOR/RESEARCH ANALYST

Minimum Requirements: BS/BA, preferably in business, engineering, science, or math, with 24 semester hours in quantitative analysis courses.

Functional Responsibilities: Typically uses prescribed methods, performs specific and limited portions of broader assignments normally under the direction of an experienced cost estimator/research analyst.

SPECIALIST (ENGINEERING/SCIENCES/ANALYSIS) CATEGORIES

The following series of ten labor categories from **Lead Specialist 1** to **Intern Specialist** include engineers, scientists, and management analysts and are broadly defined to permit ordering agencies a comprehensive range of disciplines and skill sets. These categories support the integration of information technology specialists with business, science, technology, engineering, or math professionals. Specialized expertise within each category will be provided as appropriate to meet the technical requirements specified by the ordering agency. For example, a Lead Specialist 1 may be drawn from either of these example skill sets:

Engineer: Experience and education in one or more of the following engineering disciplines: engineering, integration, software engineering, information engineering telecommunications engineering, network engineering, electrical engineering, data quality engineering or any other relevant engineering discipline.

Scientist: Experience and education in one or more of the following scientific disciplines: physics, chemistry, biology, geography, mathematics, earth science, ecology, space science, decision theory, systems theory, and others as appropriate.

Analyst: Experience and education in one or more of the following disciplines: strategic planning, business process reengineering, facilitation, cost analysis, schedule analysis, earned value management (EVM) analysis, economic analysis, cost/benefit analysis, risk and uncertainty analysis, business case analysis, training, change management, operations research, statistics, market surveys, computer security, or other relevant social sciences, scientific, analytic, or related fields.

LEAD SPECIALIST 1

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math with at least sixteen (16) years of experience. At least seven (7) of these years must have been business analysis experience in progressively more responsible assignments. At least four (4) of the sixteen years of business, math, or engineering analysis experience must be in information technology, infrastructure, facilities or related fields, and at least five of the seven years must have been as a manager. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the experience requirement. Five (5) years of directly related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. This position may provide leadership in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. Analyses span resource and facilities management; database planning, design and management; systems analysis and design, network services and project management; conversion and implementation other services. Responsible for ensuring quality control of all projects under his or her leadership. Provides study definition, guidance and supervision to lead analysts. Performs extensive interface with clients for service requirements.

LEAD SPECIALIST 2

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least fourteen (14) years of relevant experience. Within the period of relevant experience, must have a minimum of six (6) years working in IT, infrastructure, or high technology. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. This position may provide

leadership in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Within defined objectives and with considerable latitude, performs in a professional position supporting client operations by performing/leading analysis, technical studies, business process operations, business process reengineering, economic analysis, cost/schedule analysis, MIS development, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

LEAD SPECIALIST 3

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least twelve (12) years of relevant experience. Within the period of relevant experience, must have a minimum of six (6) years working in IT, infrastructure, or high technology. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. This position may provide leadership in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Within defined objectives and with considerable latitude, performs in a professional position supporting client operations by performing/leading analysis, technical studies, business process operations, business process reengineering, economic analysis, cost/schedule analysis, MIS development, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

LEAD SPECIALIST 4

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least ten (10) years of relevant experience. Within the period of relevant experience, must have a minimum of six (6) years working in IT, infrastructure, or high technology. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. This position may provide leadership in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Within defined objectives and with considerable latitude, performs in a professional position supporting client operations by performing/leading analysis, technical studies, business process operations, business process

reengineering, economic analysis, cost/schedule analysis, MIS development, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

LEAD SPECIALIST 5

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least eight (8) years of relevant experience. Within the period of relevant experience, must have a minimum of six (6) years working in IT, infrastructure, or high technology. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. This position may provide leadership in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Within defined objectives and with considerable latitude, performs in a professional position supporting client operations by performing/leading analysis, technical studies, business process operations, business process reengineering, economic analysis, cost/schedule analysis, MIS development, and documentation development. Develops and/or reviews study plans and monitors/reports project status.

SPECIALIST 1

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least six (6) years of relevant experience. Within the period of relevant experience, must have a minimum of two (2) years working in IT, infrastructure, or high technology. An MS/MA will substitute for two (2) years and a PhD for five (5) years of the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. Applies diversified knowledge in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Within defined objectives and with considerable latitude, performs in a professional position supporting client operations by performing/leading analysis, technical studies, business process operations, business process reengineering, economic analysis, cost/schedule analysis, MIS development, and documentation development. Work is reviewed by a senior analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

SPECIALIST 2

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least four (4) years of relevant experience. Within the period of relevant experience, must have a minimum of one years working in IT, infrastructure, or high technology. An MS/MA will substitute for two (2) years and a PhD for all four (4) years of the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. Applies diversified knowledge in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Within defined objectives and with considerable latitude, performs in a professional position supporting client operations by performing/leading analysis, technical studies, business process operations, business process reengineering, economic analysis, cost/schedule analysis, MIS development, and documentation development. Work is reviewed by a senior analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

ASSOCIATE SPECIALIST

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least two (2) years of relevant experience. An MS/MA or a PhD will satisfy the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. Recommends methods, performs specific and limited portions of broader assignments normally under the direction of an experienced engineer/analyst in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Applies acquired knowledge of cost estimating/research principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Normally receives guidance or consults with senior estimators/researchers on unusual or complex problems. Work is reviewed by a senior estimator analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

JUNIOR SPECIALIST

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math plus at least one (1) year of relevant experience. An MS/MA or a PhD will satisfy the experience requirement. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. Researches methods, performs specific and limited portions of broader assignments normally under the direction of an experienced engineer/analyst in their functional disciplines (e.g., programming, cost analysis, scheduling, risk analysis, etc.) or technical domains (e.g., information assurance, sensors, communications, software, enterprise systems, network engineering, etc.). Applies acquired knowledge of cost estimating/research principles and practices in areas of assignments. Work requires the modification and extension of existing methodologies and may require the use of advanced techniques. Normally receives guidance or consults with senior estimators/researchers on unusual or complex problems. Work is reviewed by a senior estimator analyst or manager to assure technical quality, satisfies customer needs, and complies with the contractor's overall estimating and/or research quality control standards.

INTERN SPECIALIST

Minimum Requirements: BS/BA preferably in business, science, information technology, engineering, or math. Five (5) years of related experience may substitute for the BS/BA.

Functional Responsibilities: Engineer/Scientist/Analyst subsets within the specialist category have broadly defined responsibilities to provide ordering agencies a comprehensive range of disciplines and skill sets. Specialized expertise within each function will be provided as appropriate to meet the technical requirements specified by the ordering agency. Typically uses prescribed methods, performs specific and limited portions of broader assignments normally under the direction of an experienced analyst.

DEVELOPER/INFORMATION TECHNOLOGY CATEGORIES

The following series of ten labor categories from **Principal Developer/IT Senior System Engineer** to **Intern Developer/IT** include software developers and IT professionals that are broadly defined to permit ordering agencies a comprehensive range of information technology disciplines and skill sets. These categories address the distinction between professionals who design and build software solutions (developers) and those that design, build and support the IT infrastructures and environments they work within. For example, a Developer 1 may be drawn from either of these skill sets:

Developer: Experience and education in one or more of the following disciplines: software tool development, database application design/implementation, software engineering,

information engineering software system integration, web-based applications, desktop solutions, information security, data access control/management or any other relevant discipline.

Information Technology (IT): Experience and education in one or more of the following disciplines, including but not limited to the design, procurement, implementation, management and support of: personal computers, operating systems, network systems, web-based systems, Cloud computing systems, backup and recovery, computer security systems, applications, or related fields.

PRINCIPAL DEVELOPER/IT SENIOR SYSTEM ENGINEER

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields with at least sixteen (16) years software development or IT related experience. At least five (5) of those years must be in the role of supervisor. Developers must be skilled in one or more modern database and/or software development languages, e.g., Visual [Basic.NET](#), C/C++, Java, [ASP.NET](#), Visual Basic, SQL, ORACLE, or similar. IT professional must be skilled in the procurement, design, , implementation, management and support of information technology equipment, software and/or services. Five (5) years' related experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related disciplines may substitute for two (2) years' experience requirement. A PhD in information technology, computer science, math, physics or related disciplines may substitute for five (5) years of the experience requirement.

Functional Responsibilities: A Principal Developer/IT verifies all products, and reviews documentation for quality and completeness. Provides design solutions to the most complex and sophisticated software or IT challenges. Responsible for the overall architecture design, specifications, and approves all test procedures to prove software or IT requirements are met. Creates detailed instructions for implementation, distribution, testing and support. Oversees and coordinates day-to-day activities of senior Developer/IT staff. Ability to clearly and concisely articulate a detailed understanding of the core requirement concepts.

LEAD DEVELOPER/IT SYSTEM ENGINEER 1

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Developers must have at least fourteen (14) years software development experience in one or more modern database and/or software development languages, e.g., Visual [Basic.NET](#), C/C++, Java, [ASP.NET](#), Visual Basic, SQL, ORACLE, or similar. IT Systems Engineer 1 must have at least fourteen (14) years' experience managing IT environments and supporting users. Both Developers and IT must have two (2) years' experience leading teams, six (6) years' experience converting customer requirements into design specifications and seven (7) years' experience guiding junior staff. Five (5) years' related experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related disciplines may substitute for two (2) years' experience requirement. A PhD in information technology, computer science, math, physics or related disciplines may substitute for five (5) years of

the experience requirement. People in this role are usually subject matter experts in software developing or IT infrastructure disciplines.

Functional Responsibilities: Leads the team to designs and develop challenging desktop, server or web-based computer software solutions or the installation and support for complex or challenging IT solutions. Duties may include managing the team within budget and schedule goals. Developer duties include leading the team in converting user requirements into software solution specifications and performing or guiding the coding of complex equations, logic, into software development languages as required. IT duties include leading a team in specifying, designing, installing and maintaining a wide variety of technology solutions to include desktop, network, security equipment, cloud environments and custom or commercial software.

Duties may also require direct interaction with the customer to consolidate and document requirements, develop and approve test plans, approve/implement quality control standards, ensuring the proper and complete documentation of work.

LEAD DEVELOPER/IT SYSTEM ENGINEER 2

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Developers must have at least twelve (12) years software development experience in one or more modern database and/or software developing languages, e.g., Visual [Basic.NET](#), C/C++, Java, [ASP.NET](#), Visual Basic, SQL, ORACLE, or similar. IT Systems Engineer 2 must have at least twelve (12) years' experience managing IT environments and supporting users. Both Developers and IT must have four (4) years' experience converting customer requirements into design specifications and five (5) years' experience guiding staff. Five (5) years' experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related disciplines may substitute for two (2) years' experience. A PhD in information technology, computer science, math, physics or related disciplines may substitute for five (5) years of the experience requirement.

Functional Responsibilities: Leads the team to designs and develop challenging desktop, server or web-based computer software solutions or the installation and support for complex or challenging IT solutions. Duties may include managing the team within budget and schedule goals. Developer duties include leading the team in converting user requirements into software solution specifications and performing or guiding the coding of complex equations, logic, into software development languages as required. IT duties include leading a team in specifying, designing, installing and maintaining a wide variety of technology solutions to include desktop, network, security equipment, cloud environments and custom or commercial software.

Duties may also require direct interaction with the customer to consolidate and document requirements, develop and approve test plans, approve/implement quality control standards, ensuring the proper and complete documentation of work.

SENIOR DEVELOPER/IT SYSTEM ADMINISTRATOR 1

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Developers must have at least ten (10) years software development experience in one or more modern database and/or software development languages, e.g., Visual [Basic.NET](#), C/C++, Java, [ASP.NET](#), Visual Basic, SQL, ORACLE, or similar. IT System Administrator 1 must have at least ten (10) years' experience developing and managing IT Infrastructure and supporting users. Both Developers and IT must have two (2) years' experience converting customer requirements into design specifications and three (3) years' experience leading staff. Five (5) years' experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related discipline may substitute for two (2) years' experience. A PhD in information technology, computer science, math, physics or related disciplines may substitute for five (5) years of the experience requirement.

Functional Responsibilities: Developer designs and develops desktop, server or web-based computer software solutions. Developer duties may include converting user requirements into software solution specifications, performing or guiding the coding of complex equations, deriving program logic, and translating requirements into computer languages as required. IT System Administrator 1 duties include specifying, designing, installing and maintaining a wide variety of desktop, network, security equipment and software. IT systems Administrator 2 May also work on complex issues that affect infrastructure components. Additional duties may include system backups, system and log monitoring, patching and updating of systems and longer term strategy for information systems development. Duties may also require consolidating and documenting requirements, developing test plans, developing/applying quality control standards, proper and complete documentation of work and approving user's manuals and guiding the work of others.

SENIOR DEVELOPER/IT SYSTEM ADMINISTRATOR 2

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Developers must have at least eight (8) years software development experience in one or more modern database and/or software development languages, e.g., Visual [Basic.NET](#), C/C++, Java, [ASP.NET](#), Visual Basic, SQL, ORACLE, or similar. IT Systems Administrator must have at least eight (8) years' experience supporting users and networking environments. Both Developers and IT should have experience managing staff. Five (5) years' experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related disciplines may substitute for two (2) years' experience requirement. A PhD in information technology, computer science, math, physics or related disciplines may substitute for five (5) years of the experience requirement.

Functional Responsibilities: Developer designs and develops desktop, server or web-based computer software solutions. Developer duties include converting user requirements into software solution specifications and performing or guiding the coding of complex equations, deriving program logic, and translating requirements into computer languages as required. IT System Administrator 2 duties include specifying, designing, installing and maintaining a wide variety of desktop, network, security equipment and software. IT Systems Administrator 2 may also work on complex issues that affect infrastructure components. Additional duties may

include system backups, system and log monitoring, patching and updating of systems. Duties may also require consolidating and documenting requirements, developing test plans, developing/applying quality control standards, proper and complete documentation of work and approving user's manuals and guiding the work of others.

DEVELOPER/IT SYSTEM ADMINISTRATOR 1

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Developers must have at least six (6) years software development using a modern software developing language. IT must have at least six (6) years full time experience supporting users, network and server equipment. Five (5) years' experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related disciplines may substitute for two (2) years' experience requirement. A PhD in information technology, computer science, math, physics or related disciplines may substitute for five (5) years of the experience requirement.

Functional Responsibilities: Under minimal supervision develops complex desktop, server or web-based computer software solutions. Developer duties may include coding complex equations, deriving program logic, and translating basic requirements into computer languages as required. Duties may also require consolidating and documenting requirements, performing verification of products, proper and complete documentation of work and preparation of user's manuals. IT System Administrator 2 duties include specifying, installing and maintaining a wide variety of desktop, networking, and security equipment and software. Duties may also require consolidating and documenting requirements, developing test plans, performing verification of products, proper and complete documentation of work and preparation of user's manuals.

DEVELOPER/IT SYSTEM ADMINISTRATOR 2

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Developers must have at least four (4) years software development using a modern software developing language. IT System Administrator 2 must have at least four (4) years full time experience managing IT systems and supporting users. Five (5) years' experience may substitute for a Bachelor's degree. An MS/MA in information technology, computer science, math, physics or related disciplines may substitute for two (2) years' experience requirement. A PhD in information technology, computer science, math, physics or related disciplines may substitute for all four (4) years of the experience requirement.

Functional Responsibilities: Under minimal supervision develops desktop, server or web-based computer software solutions. Developer duties include coding complex equations, deriving program logic, and translating basic requirements into computer languages as required. IT system Administrator 2 provides support for IT operating environment and. IT duties include research, specification and testing of proposed solutions. Additional duties may include installing and maintaining desktop, network and security equipment and software. Duties also require consolidating and documenting requirements, performing verification of products, proper and complete documentation of work and preparation of user's manuals.

ASSOCIATE DEVELOPER/IT HELP DESK 1

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. At least two (2) years software development experience or support of office IT infrastructure or related work. Five (5) years' experience may substitute for a Bachelor's degree. An MS/MA or PhD in information technology, computer science, math, physics or related field or related disciplines may substitute for the experience requirement.

Functional Responsibilities: Under supervision, performs development of desktop, server or web-based computer software solutions. Developer duties include coding complex equations, deriving program logic and translating basic requirements into computer languages as required. IT duties include end user helpdesk support, installing and maintaining desktop environments and software, networking equipment and peripherals. Additional requirements may include needs analysis for resolving end user issues, testing hardware, software and patching applications. Duties also require assisting in the compilation of requirements, performing verification of products, proper and complete documentation of work and assistance in preparation of user's manuals.

ASSOCIATE DEVELOPER/IT HELP DESK 2

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. At least one (1) year of software development experience or support of office IT infrastructure or related work. An MS/MA or PhD in information technology, computer science, math, physics or related field or related disciplines may substitute for the experience requirement. Five (5) years' experience in software development or IT support working on either a helpdesk or in a System Administration role may be substituted for degree.

Functional Responsibilities: Under supervision, performs development of desktop, server or web-based computer software solutions. Developer duties include coding complex equations, deriving program logic, and translating basic requirements into computer languages as required. IT Help Desk 2 provides support for end user or server operating environments. IT duties may include routine maintenance or installation of end user computers, networking equipment or helpdesk support. Duties may also require testing and verification of products, proper and complete documentation of work and assistance in preparation of user's manuals.

ASSOCIATE DEVELOPER/IT HELP DESK 3

Minimum Requirements: BS/BA preferably in information technology, computer science, business, math, science, engineering, or related fields. Five (5) years' experience in software development or IT support working on either a helpdesk or in a System Administration role may be substituted for degree.

Functional Responsibilities: Under supervision, performs development of desktop, server or web-based computer software solutions. Developer duties include coding complex equations, deriving program logic, and translating basic requirements into computer languages as required. IT Help Desk 3 provides support for end user operating environments. IT duties may include routine maintenance or installation of end user computers, networking equipment or helpdesk support.

Duties may also require testing and verification of products, proper and complete documentation of work and assistance in preparation of user's manuals.

INTERN DEVELOPER/IT

Minimum Requirements: High school diploma, computer literacy, typing and data entry skills, and attention to detail.

Functional Responsibilities: Under immediate supervision, follows detailed instruction or established procedures in the performance of basic software development or IT maintenance tasks such as: testing, coding software routines or routine end-user or computer support. Routine duties include debugging code, software and/or hardware maintenance, preparation of documentation in support of user's manuals.

DATA TECHNICIAN CATEGORIES

The following three labor categories from **Data Technician 1** to **Data Technician 3** provide technical and administrative assistance to the team supporting the information technology task order as described in the task order PWS:

DATA TECHNICIAN LEVEL 1

Minimum Requirements: High school diploma and ten (10) years' experience in technical administrative tasks. BS/BA can be substituted for five (5) years of the experience requirement.

Functional Responsibilities: Assists managers, estimators, developers, and technical/business specialists by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers, estimators, and technical/business analysts.

DATA TECHNICIAN LEVEL 2

Minimum Requirements: High school diploma and five (5) years' experience in technical administrative tasks. BS/BA can be substituted for the experience requirement.

Functional Responsibilities: Assists managers, estimators, developers, and technical/business specialists by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers, estimators, and technical/business analysts.

DATA TECHNICIAN LEVEL 3

Minimum Requirements: High school diploma, computer literacy, typing and data entry skills, and attention to detail.

Functional Responsibilities: Assists managers, estimators, developers, and technical/business specialists by collecting, entering, retrieving, organizing, or maintaining analytical data. Duties also include technical document typing and editing, desktop publishing, data entry/retrieval, report generation, and other direct technical administrative support to managers, estimators, and technical/business analysts.

Rates by Labor Category for Information Technology (IT) Professional Services
(SIN 54151S) (Includes IFF at .75%)

| SIN | Labor Category | Base Period 1 | Base Period 2 | Base Period 3 | Base Period 4 | Base Period 5 |
|--------|--|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| | | 06/17/16 thru 06/16/17 | 06/17/17 thru 06/16/18 | 06/17/18 thru 06/16/19 | 06/17/19 thru 06/16/20 | 06/17/20 thru 06/16/21 |
| 54151S | Program Manager | \$230.23 | \$235.41 | \$240.71 | \$246.13 | \$251.67 |
| 54151S | Senior Technical/Systems Analyst | \$176.35 | \$180.32 | \$184.38 | \$188.53 | \$192.77 |
| 54151S | Subject Matter Expert 1 | \$308.60 | \$315.54 | \$322.64 | \$329.90 | \$337.32 |
| 54151S | Subject Matter Expert 2 | \$254.72 | \$260.45 | \$266.31 | \$272.30 | \$278.43 |
| 54151S | Subject Matter Expert 3 | \$195.94 | \$200.35 | \$204.86 | \$209.47 | \$214.18 |
| 54151S | Senior Cost Estimator/Research Analyst 1 | \$215.53 | \$220.38 | \$225.34 | \$230.41 | \$235.59 |
| 54151S | Senior Cost Estimator/Research Analyst 2 | \$195.94 | \$200.35 | \$204.86 | \$209.47 | \$214.18 |
| 54151S | Senior Cost Estimator/Research Analyst 3 | \$180.27 | \$184.33 | \$188.48 | \$192.72 | \$197.06 |
| 54151S | Senior Cost Estimator/Research Analyst 4 | \$164.59 | \$168.29 | \$172.08 | \$175.95 | \$179.91 |
| 54151S | Senior Cost Estimator/Research Analyst 5 | \$147.94 | \$151.27 | \$154.67 | \$158.15 | \$161.71 |
| 54151S | Cost Estimator/Research Analyst 1 | \$131.27 | \$134.22 | \$137.24 | \$140.33 | \$143.49 |
| 54151S | Cost Estimator/Research Analyst 2 | \$112.67 | \$115.21 | \$117.80 | \$120.45 | \$123.16 |
| 54151S | Associate Cost Estimator/Research Analyst | \$96.99 | \$99.17 | \$101.40 | \$103.68 | \$106.01 |
| 54151S | Junior Cost Estimator/Research Analyst | \$87.20 | \$89.16 | \$91.17 | \$93.22 | \$95.32 |
| 54151S | Intern Cost Estimator/Research Analyst | \$77.39 | \$79.13 | \$80.91 | \$82.73 | \$84.59 |
| 54151S | Lead Specialist 1 | \$215.53 | \$220.38 | \$225.34 | \$230.41 | \$235.59 |
| 54151S | Lead Specialist 2 | \$195.94 | \$200.35 | \$204.86 | \$209.47 | \$214.18 |
| 54151S | Lead Specialist 3 | \$180.27 | \$184.33 | \$188.48 | \$192.72 | \$197.06 |
| 54151S | Lead Specialist 4 | \$164.59 | \$168.29 | \$172.08 | \$175.95 | \$179.91 |
| 54151S | Lead Specialist 5 | \$147.94 | \$151.27 | \$154.67 | \$158.15 | \$161.71 |
| 54151S | Specialist 1 | \$131.27 | \$134.22 | \$137.24 | \$140.33 | \$143.49 |
| 54151S | Specialist 2 | \$112.67 | \$115.21 | \$117.80 | \$120.45 | \$123.16 |
| 54151S | Associate Specialist | \$96.99 | \$99.17 | \$101.40 | \$103.68 | \$106.01 |
| 54151S | Junior Specialist | \$87.20 | \$89.16 | \$91.17 | \$93.22 | \$95.32 |
| 54151S | Intern Specialist | \$77.39 | \$79.13 | \$80.91 | \$82.73 | \$84.59 |
| 54151S | Principal Developer/IT Senior Systems Engineer | \$215.53 | \$220.38 | \$225.34 | \$230.41 | \$235.59 |
| 54151S | Lead Developer/IT System Engineer 1 | \$195.94 | \$200.35 | \$204.86 | \$209.47 | \$214.18 |
| 54151S | Lead Developer/IT System Engineer 2 | \$180.27 | \$184.33 | \$188.48 | \$192.72 | \$197.06 |
| 54151S | Senior Developer/IT System Administrator 1 | \$164.59 | \$168.29 | \$172.08 | \$175.95 | \$179.91 |
| 54151S | Senior Developer/IT System Administrator 2 | \$147.94 | \$151.27 | \$154.67 | \$158.15 | \$161.71 |
| 54151S | Developer/IT System Administrator 1 | \$131.27 | \$134.22 | \$137.24 | \$140.33 | \$143.49 |
| 54151S | Developer/IT System Administrator 2 | \$112.67 | \$115.21 | \$117.80 | \$120.45 | \$123.16 |
| 54151S | Associate Developer/IT Help Desk 1 | \$96.99 | \$99.17 | \$101.40 | \$103.68 | \$106.01 |
| 54151S | Associate Developer/IT Help Desk 2 | \$87.20 | \$89.16 | \$91.17 | \$93.22 | \$95.32 |
| 54151S | Associate Developer/IT Help Desk 3 | \$77.39 | \$79.13 | \$80.91 | \$82.73 | \$84.59 |
| 54151S | Intern Developer/IT | \$61.72 | \$63.11 | \$64.53 | \$65.98 | \$67.46 |
| 54151S | Data Technician 1** | \$91.12 | \$93.17 | \$95.27 | \$97.41 | \$99.60 |
| 54151S | Data Technician 2** | \$74.45 | \$76.13 | \$77.84 | \$79.59 | \$81.38 |
| 54151S | Data Technician 3** | \$51.93 | \$53.10 | \$54.29 | \$55.51 | \$56.76 |

Service Contract Act (SCA) Matrix

| SCA Eligible Labor Category | SCA Equivalent Code Title | Wage Determination No |
|--|---------------------------|-----------------------|
| Administrative Support/Data Technician 1 | 01113 - General Clerk III | 2015-4281 |
| Administrative Support/Data Technician 2 | 01112 - General Clerk II | 2015-4281 |
| Administrative Support/Data Technician 3 | 01111 - General Clerk I | 2015-4281 |

The Service Contract Labor Standards (SCLS), formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).